

School Business – August 28, 2020

The FBS website continues to be updated with COVID-19 policies and information related to School Business and operations, as well as our ongoing operations. Please check this site regularly for updates: www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services.

Recent post: [Comparison of Projected, Actual and Allotted ADM](#) August 24, 2020

July State Zero-Out (LEAs Only)

DPI requests that LEAs post all installment accrual reversals prior to submitting August datafiles. At this time, DPI cannot readily determine which LEAs reversed the installment accruals prior to submitting July datafiles. DPI WILL NOT PROCESS ZERO OUT FOR JULY. Cash balances remaining for July after August cash disbursements will be received as part of the zero out for August. Please adjust August cash needs accordingly. We apologize for any inconvenience this may cause. Failure to reverse installment accruals in August will adversely impact the zero out for August.

Please direct any inquires to Gwendolyn Tucker, gwendolyn.tucker@dpi.nc.gov.

Allotments Notice

At Risk Carryover (PRC 069) expires Monday, **August 31, 2020**.

Cash Management Notice for LEAs and Charter Schools

In this time of working remotely and increased use of the internet from home, DPI wants to ensure that your cash requests are processed with the same efficiency and accuracy as when we are in the office. There have been instances of the TLS3270 display freezing briefly right as a cash request is being updated. Please note the following guidance when making cash requests.

1. When entering cash requests, continue to verify receipt of the "update successful" message after the request is submitted.
 2. To confirm that the cash request is reflected in the system, please return to the main menu, use options IS (state inquiry) or IF (federal inquiry), enter the LEA/charter school number and funds requirement date. Verify that your request shows in the column labeled "requested."
 3. If the cash request does not show as described in #2 above, please contact Manisha Pardeshi at manisha.pardeshi@dpi.nc.gov.
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Unemployment Information - Submitting Claims for Multiple Employees

With the return back to school, LEAs may be experiencing additional unemployment claims due to temporary layoffs of groups of employees such as cafeteria workers or bus drivers.

Employers can file unemployment claims for multiple employees under one group number. To do this go to <https://des.nc.gov/>.

- Click on the COVID-19 Information (Blue Box), scroll down under More Information
- Click on Information & FAQs for Employer, scroll down under Attached Claims
- Click More Information about Filing Claims, this will take you to Employers: Filing An Attached Claim on Behalf of Your Employees.

I suggest you review the information presented in the example. These guidelines will be helpful if you are filing a group of unemployment claims for multiple employees. You can submit information for each employee in a multiple group and will receive one group number once you enter all of the required employment information.

Please contact Eileen Townsend at eileen.townsend@dpi.nc.gov or 919-810-8099 if you have additional questions.

School Planning Announcements

IMPORTANT UPDATE -- 2020 Statewide Facility Needs Survey

Download the revised 2020 FNS Database file - version 2.0 - from the DPI School Planning website: www.dpi.nc.gov/districts-schools/district-operations/school-planning/project-planning.

Completed surveys are due back to DPI on **January 8, 2021**. Questions about the 2020 Facility Needs Survey? Contact Nathan Maune, AIA: nathan.maune@dpi.nc.gov.

REMINDER -- 2020-21 Needs-Based Public School Capital Fund

Applications remain open for the 2020-21 NBPSCF Capital Construction Grants. Forms and guidance are available on the DPI School Planning website: www.dpi.nc.gov/districts-schools/district-operations/school-planning/capital-funding.

Application Deadline is **September 15, 2020**. Questions about the NBPSCF Grant program? Contact Nathan Maune, AIA: nathan.maune@dpi.nc.gov.

September PSBCF and NBPSCF Lottery Distribution Requests

Monthly distribution requests for PSBCF and NBPSCF lottery revenue for Capital Projects are due by **September 25, 2020**. Signed request forms and questions about lottery capital funds should be directed to Dennis Hilton, PE, via email: dennis.hilton@dpi.nc.gov.

Reminders

- ICARES Grant – Intent to Apply due **TODAY, August 28, 2020**
Details in the August 14, 2020 newsletter. *
- EC Grant Information and Training – Training day is **September 3, 2020**.
Details are in the August 21, 2020 newsletter. *
- Calendar Waivers – Due **September 4, 2020**
Details are in the August 14, 2020 newsletter. *

* www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter



Public Schools of North Carolina
State Board of Education
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